Minutes of the Finance Committee meeting held on Wednesday 25 May 2005 in the Bowls Pavilion at 7.00pm

Present:	RT Summerfield (chair) JE Coston HM Smith The clerk
212/05	1 Election of Chairman – RTS was elected chairman.
	2 Apologies for absence - EH Baker PK Oldham RLE Waters
	3 Declarations of Interest - none
213/05	4 Minutes of the meeting of 24 January 2005 were confirmed and signed as a true record.
214/05 (47/05) (49/05)	<b>5</b> Matters arising <u>Emergency spending</u> – this was highlighted by recent internal audit. Written report awaited. <u>Minibus repairs</u> - RTS had informed Bob Pain, treasurer of possible help from Milton Charities in the event of an unforeseen repair bill.
215/05	<b>6</b> Bank Reconciliation and Bank Statements The chairman reconciled the bank accounts as at 31/03/05.
216/05	7 Accounts 2004-05 The accounts and budget were reviewed. These would be submitted to Council for approval on 13 June after the RFO had resolved queries on staff costs, capital expenditure on youth and litter picking.
217/05	8 Audit External audit was set for 1 <sup>st</sup> August. Internal audit recommended that the RFO complete a detailed schedule of play equipment (for Fixed Assets register) and that Council consider upgrading accounts software to Quickbooks. AGREED
	to purchase Quickbooks if the clerk was satisfied with it. <i>Action: the clerk</i> (The clerk felt that the amount of expenditure as detailed in minute 117/05 for an accounts package was not justified).
218/05	<b>9</b> Minibus Accounts Much improved set of figures showing an increase of approximately £2,000 (including £700 from Charities and £700 from MPC). A subsidy was not needed in the current year.
219/05	<b>10 Review of Debtors</b> There were no long term debtors at 31/03/05. All monies had been subsequently received. Photocopying – RTS was concerned that 3 pence per copy charged to clubs did not cover the wear and tear of the photocopier. Other clubs did about 25% of the total copies. Noted that MCC did not pay but contributed to the cost of the paper. After discussion it was decided that the charges should remain as at present.
220/05 (152/05)	11 Review of Salary – youth centre employee AGREED
	to confirm minute $152/05$ to pay the youth centre employee Scale 10 as from $1^{st}$ April 2005.
221/05	<ul> <li>12 Clerk's Conditions of Service</li> <li>NALC / SLCC booklet had been circulated.</li> <li>AGREED</li> <li>That the chairman (JEC) and the clerk would review the Clerk's contract and submit to Council. Action: Chairman and clerk</li> </ul>
	Grievance Procedures to be reviewed at time of review of Standing Orders. Noted that the clerk did not have a pension. The clerk left the meeting. Committee <b>AGREED</b> that having carefully reviewed the profiles in the booklet that the clerk should be on "Substantive Benchmark Range LC2 Point 30" as from 1 <sup>st</sup> April 2005. Noted that this was an increase of 13%.
	The meeting ended at 8.10pm.
	SignedDate